

**APPROVED MINUTES OF THE FEBRUARY 29, 2016 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: SBC Members

John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Cyrus Sobhani, Bea Malone, Eva Freund

Staff (Department of Purchasing and Supply Management)

Cathy A. Muse, Jason Im

The meeting was called to order at 7:03 p.m. by Chairman Malone

Minutes from the December 7, 2015 meeting were approved unanimously, as amended

Committee Reports

Communications

- Commissioner Reniker announced that the 2015 Annual Report is ready and printed for distribution. Copies of the report can be obtained from Jason Im or at the SBC website (<http://www.fairfaxcounty.gov/dpsm/osb/sbc/sbcannualreport.pdf>)
- A group photo will be arranged at the beginning of the March meeting on 3/28/2016
- Action Item:
 - DPSM to arrange for a group photo at the March meeting

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach

- Commissioner Sobhani shared the February and March 2016 newsletters
- Cathy Muse advised Commissioner Freund that information about state legislation can be found at <http://lis.virginia.gov/>

Executive – No report

Legislative and Policy – Commissioner Freund was appointed by Chairman Malone to the special Committee on Transparency tasked with overseeing progress on the meeting discussions on December 7

Office of Emergency Management – No report

Ombuds – No report

Strategic Planning – No report

Vendor Comments Board – No report

Vendor Forum – No report

BAC Memorandum – Jason Im reviewed the previously electronically distributed Memorandum Regarding State and Federal Lobbying by County BACs with commissioners

Election of Officers – Commissioner Wood was elected Chairman and Commissioner Pellegrin was elected Vice-Chairman by unanimous vote

Scheduling of Meetings

- Meetings henceforth will be scheduled on the fourth Monday of each month (the current 2016 schedule already reflects this)
- A decision on whether to hold the August 2016 meeting will be made based on progress of the preparation of the Vendor Forum by the July 2016 meeting
- Based on Commissioner feedback the September 2016 meeting will be held on 9/12 and not on 9/26 as previously scheduled due to its proximity to the Vendor Forum
- Action Items:
 - DPSM to reschedule the 9/26 meeting to 9/12 to ensure a meeting space is secured
 - SBC to determine by the July 2016 meeting whether a meeting in August is needed

Old Business

- The Commission awaits a report from Commissioner Barnes regarding a proposal to the Springfield District Supervisor to introduce a Board matter to initiate a disparity study and request spend data with SWaM participation rates from County Departments that currently do not provide them

New Business

- Commissioner Wood raised the need to appoint new members to standing and special committees
- Cathy Muse provided a general overview and history of the County LOBs (Lines of Business)
- Jason Im provided an update on memberships with Chambers of Commerce
- Action Items:
 - Commissioner Wood to send email to the SBC a proposed committees list and chair for 2016
 - Commissioners to confirm via email whether to continue or decline chairmanships while ensuring to serve in at least two committees
 - Jason Im to confirm membership of the Small Business Commission to the Northern Virginia Chamber of Commerce

Staff Report

- Hard copies of the 2015 Annual Report can be requested through Jason Im and on the internet at: <http://www.fairfaxcounty.gov/dpsm/osb/sbc/sbcannualreport.pdf>
- The Access to Capital conference focusing on helping small businesses raise funding will be held on 4/28/2016. Information can be found at: <http://www.bdag.org/whatsnew.html>

Announcements – No announcements

SBC Meeting Minutes – February 29, 2016

Adjournment – Chairman Malone adjourned the meeting at 8:34 p.m.